



# Late Laxmibai Deshmukh Mahila Mahavidyalaya, Parli Vaijnath

## E-Governance Policy

### POLICY DOCUMENT

The primary goal in establishing e-governance at Late Laxmibai Deshmukh Mahila Mahavidyalaya, Parli Vaijnath is to enhance operational efficiency and optimize resource utilization. The implementation of e-governance is anticipated to streamline college processes through computerized operations, providing users with accurate data and information. This initiative aims to reduce paperwork, minimize the time required for the movement of papers and files in official tasks, and enhance the overall efficiency of human resources. The college has begun the phased implementation of e-governance in key areas such as Finance and Accounts, Student Management and Support, HR & Administration, and Examination Management, starting in the fiscal year 2018-19.

**Policy:** The institution is committed to integrating e-governance across all operational facets, including library services, accounts, admissions, administration, teaching: and more. This policy is specifically crafted to ensure transparency and accountability in every function. The college has chosen to establish the following set of policies and procedures.

**Website:** Our website is envisioned as a dynamic information centre that vividly portrays the essence of the college, encompassing its activities, crucial announcements, and the array of courses offered. To accomplish this, the college will engage a dedicated service provider or web designer. Comprehensive training programs will be conducted for the administrative and teaching staff to empower them to seamlessly update critical information on the website.

A specialized Website Committee will be instituted to govern the administration of the college website. This committee will be entrusted with the responsibility of regularly updating, maintaining, and ensuring the smooth functioning of the website. Furthermore, the Committee will proactively assess and implement necessary changes on the website to enhance its effectiveness. The college is committed to using its website as a vibrant showcase, reflecting its dynamic character and ongoing initiatives. All essential notifications will be promptly published on the website as soon as they are released, ensuring timely communication with the college community.

**Admission Excellence:** Our commitment to an open and transparent admission process is fortified by adherence to ethical practices and regulations prescribed by Dr Babasaheb Ambedkar Marathwada University. The college's comprehensive Brochure, accessible on the website, serves as a beacon, providing clear guidelines for prospective students navigating the admission process.

**Financial Management:** The college's financial operations are seamlessly orchestrated through the state-of-the-art Tally software, with a commitment to using the latest versions for optimal functionality. The advanced features inherent in Tally empower our staff to maintain financial records with effectiveness and efficiency, generating key documents such as Profit and Loss statements and Balance Sheets. The software also serves as the linchpin for generating insightful analysis reports.

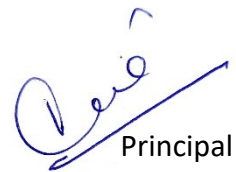
**Attendance Monitoring:** The institution has adopted an advanced and secure attendance tracking system utilizing biometric technology. This cutting-edge approach enhances accuracy, efficiency, and reliability in monitoring the attendance of staff. Each individual's unique biological characteristics, such as fingerprints, are registered in the system, providing an infallible method of identification.

The biometric attendance system eliminates the possibility of proxy attendance and ensures that recorded attendance is directly tied to the specific individual. This technology not only streamlines the attendance-taking process but also enhances overall security within the institution.

By implementing biometric attendance tracking, the institution demonstrates a commitment to leveraging modern technology for the benefit of accurate and transparent attendance records. This approach not only reduces administrative workload but also fosters a culture of punctuality and accountability among students and staff.

**Internal & External Examinations:** In accordance with university directives, the administration is mandated to conduct examination process online. All aspects, including the submission of examination forms, reevaluation requests, photocopy requests, hall ticket issuance, receipt of examination papers, and marks uploading, are to be handled through online channels. The utmost priority is placed on maintaining absolute secrecy and confidentiality during the entire examination process, requiring meticulous care and caution. The examination coordinator, under the guidance of the college Principal, oversees the entire examination process.

**Communication:** Timely updates on student-related matters, such as fees, college updates, and other academic information, are regularly communicated.



Principal

**PRINCIPAL**  
Late Laxmibai Deshmukh  
Mahila Mahavidyalaya  
Parli-Vaijnath Dist. Beed



## Late Laxmibai Deshmukh Mahila Mahavidyalaya, Parli Vajinath

### E-Governance Policy Report 2018-19

1. Strengthening Accounting Practices: The college has upgraded to the latest version of Tally Business Solutions to further enhance and fortify our accounting processes.

2. Enhanced Communication through SMS/WhatsApp: The SMS/WhatsApp feature has been extensively utilized to foster effective communication with parents, students, and staff. This includes notifying about absentees, academic performance updates, holidays, and admission-related information.

3. Utilization of Dr Babasaheb Ambedkar Marathwada University E Consortium: The BAMU E-Consortium has been actively employed to leverage electronic resources for the benefit of both students and faculty, aligning with our commitment to advanced educational practices.

4. Empowering Website Governance: A Website Committee has been established to oversee the administration of the college website. This committee is responsible for regular updates, maintenance, and ensuring the seamless operation of the website. Additionally, the Committee is proactive in assessing and implementing necessary changes to optimize the website's effectiveness.

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## Late Laxmibai Deshmukh Mahila Mahavidyalaya, Parli Vajinath

### E-Governance Policy Report 2019-20

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5. Online teaching, facilitated through platforms like Zoom and Google Meet for the ongoing Pandemic as interactive tools for virtual classrooms. These platforms enabled to engage with students in real-time, fostering dynamic and inclusive learning experiences.
6. Dr BAMU online portals were being followed for Student examination and admission support.

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### E-Governance Policy Report 2020-21

1. Strengthening Accounting Practices: The college has upgraded to the latest version of Tally Business Solutions to further enhance and fortify our accounting processes.
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### E-Governance Policy Report 2021-22

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5. The college has continued Tally Business Solutions to further enhance and fortify our accounting processes.
6. DR BAMU online portals were being followed for Student examination and admission support.

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## Late Laxmibai Deshmukh Mahila Mahavidyalaya, Parli Vajinath

### E-Governance Policy Report 2022-23

1. Strengthening Accounting Practices: The college has upgraded to the latest version of Tally Business Solutions to further enhance and fortify our accounting processes.
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